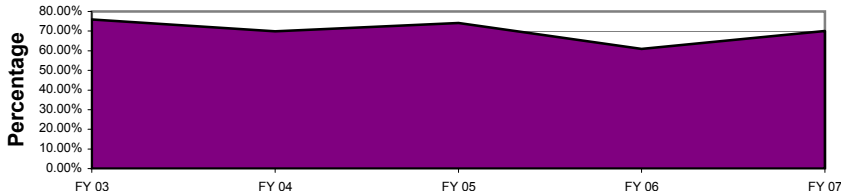


Program Strategy	Accounting	Dept	Finance & Admin Svcs		
DESIRED FUTURE					
GOAL 8 - Governmental Excellence and Effectiveness					
Desired Community Condition(s)					
48. Financial assets are maximized and protected, and analyzed and reported accurately, understandably, and usefully.					
52. Competent, well-trained motivated employees contribute to the achievement of City goals and objectives.					
Measures of Outcome, Impact or Need					
	FY03	FY04	FY05	FY06	FY07
# audit findings by independent City Auditor related to internal control.	2	4	4	n/a	3
# of personnel trained in Report Net ( financial reporting extract system.)	0	32	90	144	80
# of incidents of reported fraud or theft	n/a	6	5	3	7
PROGRAM STRATEGY RESPONSE					
Strategy Purpose					
Provide the core financial infrastucture for City government as well as financial information and technical assistance to City departments, administration, Council, grantor agencies and the public as required so that the short and long term fiduciary interests of the City are protected.					
Key Work Performed					
<ul style="list-style-type: none"><li>• Schedules, reviews and processes Citywide payrolls; withholds, remits and reports employment taxes, PERA, court-ordered deductions and other employee deductions.</li><li>• Prepares and files bi-weekly, quarterly and annual tax information returns.</li><li>• Provides payroll data and automation support to City departments and support to OMB for the budget process.</li><li>• Reviews department payment transactions for compliance with City policy and procedures; schedules payment for check or ACH generation; maintains citywide archive data of payment transactions.</li><li>• Prepares, edits and files year-end tax information returns and maintains vendor taxpayer identification numbers and filing status.</li><li>• Records and tracks payment due the City including Joint Powers Agreements and MOU's.</li><li>• Maintains the City's General Ledger system.</li><li>• Supports the core financial systems, implements system improvements, conducts citywide classes for system users, works closely with ISD to manage software issues and conducts regular user group meetings.</li><li>• Prepares responses to open records requests.</li><li>• Perform financial reporting and analysis for City administration and departments including preparation of the Comprehensive Annual Financial Report.</li><li>• Maintains data on Special Assessment Districts, file Claim of Liens, updates ownership changes, tracks payment and negotiates payment of delinquent accounts, provides documentation for foreclosure proceedings; additionally this service activity provides title searches for title companies and developers. Revenue is produced through fees charged for direct expenses.</li></ul>					
Planned Initiatives and Objectives					
Implement ERP payroll					

Accelerating Improvement (AIM)			Why is this measure important?					
% of invoices paid in 30 days			Vendor relations will improve, city financial assets will be protected and City goals will be achieved timely.					
AIM POINTS								
			ACTUAL			TARGET		
			FY 03	FY 04	FY 05	FY 06	FY 07	
			75.90%	69.90%	74.10%	61.00%	70.00%	
								
Total Program Strategy Inputs								
			Actual	Actual	Actual	Approved	Mid-year	Proposed
			FY 03	FY 04	FY 05	FY 06	FY 06	FY 07
Full Time Employees	General	110	38	36	38	38	38	38
Budget (in 000's of dollars)	General	110	2,505	2,573	2,677	2,915	2,928	3,068
Service Activities								
Accounting Services - 2526000								
			Actual	Actual	Actual	Approved	Mid-year	Proposed
			FY 03	FY 04	FY 05	FY 06	FY 06	FY 07
Budget (in 000's of dollars)	General	110	2,505	2,573	2,677	2,915	2,928	3,068
Measures of Merit								
Actual Annual City requirements accounted for (expenses & transfers)(in Millions of Dollars) Total Liabilities	Output		1,048	883	931	n/a	n/a	1,000
\$ amount of SAD collections	Output		409,556	485,525	563,621	500,000	275,429	505,000
Ensure city business/assets are properly recorded and reported per GASB pronouncements. <sup>1</sup>	Quality		yes	yes	yes	yes	n/a	yes
# Payroll payments annually	Output		194,928	202,309	209,122	210,000	118,977	215,000
Number of payment transactions processed annually.	Output		136,095	n/a	150,082	150,000	75,459	150,000
% Vendors paid by ACH	Quality		n/a	n/a	482	900	831	1000
# training sessions	Output		n/a	n/a	46	80	47	80
Strategic Accomplishments								
Measures Footnote Explanation								
<sup>1</sup> Acceptance of the annual CAFR by GFOA, State Auditor, Cognizant Agency and grantors will indicate compliance with GASB pronouncements. Measure will be yes or no								